

# CORNELL UNIVERSITY

## NEW YORK STATE SCHOOL OF INDUSTRIAL AND LABOR RELATIONS

EDMUND EZRA DAY, *President*

IRVING M. IVES, *Dean*

*Established by the State of New  
York and Administered by the Board  
of Trustees of Cornell University*

### ADMISSION TO THE SCHOOL

Those interested in coming to the School should write to the Dean, New York State School of Industrial and Labor Relations, Warren Hall, Cornell University, Ithaca, New York, for application forms and other special information. Detailed instructions are on page 8 of this announcement; please follow them precisely in order to insure prompt action on your application. Applications should be made as soon as possible. The final date for mailing applications for the year 1945-1946 is *October 12, 1945*. SEE PAGE 8.

## WHAT IS THE SCHOOL OF INDUSTRIAL AND LABOR RELATIONS?

The School was established in 1944 by Chapter 162 of the Laws of 1944 of the State of New York. It is the first institution of its kind in the country. It will begin its first teaching term on November 1, 1945.

The Legislative Committee which recommended the establishment of the School has stated the School's purpose in the following terms:

The impact of the widespread changes in industrial and labor relations wrought by the war has already demonstrated the value of well-equipped leadership within employer organizations and labor unions in order to cooperate more effectively in a mutual approach to the problems confronting these groups. The no less profound changes to which the postwar period will give rise will require the continuance of the same type of leadership.

One of the most important ways of improving industrial and labor relations is to bring together, in a common training program, representatives of both labor and industry. What is important here is not merely attendance at the same institution or in the same school, but rather mutual and cooperative analysis of the problems common to both groups. These representatives of industry and labor will later on meet around the council table as negotiators for their respective interests, often as spokesmen for alternative points of view or policies. If they have become acquainted with one another through a common training program, that—in itself—would be a valuable step toward mutual understanding and appreciation of differing attitudes. Understanding and good-will are engendered by the sharing of a common background of experience. A common background is one very specific contribution which such a school could make to the future stability of industrial and labor relations. . . . Through common and mutual interest in the complex and intricate problems in industrial and labor relations of the war and postwar periods, there will develop on each side an increasing confidence in the integrity of the other. Such a common approach to these problems will also serve to narrow the areas in which conflicts of interest or disputes may arise in the future.

## WHAT IS THE SCHOOL'S PROGRAM?

The School is intended to provide both general and intensive training for those who look forward to a professional career in industrial and labor relations. The first two years of the course will include the principal social sciences, English, and public speaking, together with introductory courses in economics, labor relations, and accounting. The last two years will be devoted to an intensive study of the technical subjects essential to effective professional service in the field of industrial and labor relations, in government, industry, or labor. (For a detailed view of the curriculum, see pages 5-6).

In addition to course work, students in the School will carry on an internship program off the campus. During the first summer (after the Freshman year), students will be expected to engage in an extended period of gainful employment in industry. During the second and third summers and for a part of the senior year, each student will have an opportunity for apprentice training in both an industrial personnel office and a labor-union organization. Some experience in government service may also be provided through the internship program.

Graduate work may eventually be offered, probably in cooperation with the School of Business and Public Administration, which will open in 1946. Regular graduate work in related fields is available in the Cornell University Graduate School. Those interested in beginning their graduate work now, with a view to later specialization in the field, should communicate with the Dean of the School of Industrial and Labor Relations.

Although the School does not expect to offer an accelerated program this year, advanced students and college graduates who are interested in a concentrated program for a semester or a year should inquire as to available courses in the University. This type of program may be of special interest to service men and women desiring a brief but intensive review of the field.

## FOR WHAT CAREERS WILL THE SCHOOL TRAIN ITS STUDENTS?

Intensive professional training of the kind offered by the School is not found in other institutions, although various parts of its program have been offered elsewhere. There is every indication, however, that there will be a growing need in the postwar period for persons trained at the college level in industrial and labor relations.

The increasing participation of government in the regulation of labor-management relationships over the past ten or fifteen years has opened many new careers in this field in government service. Both industrial concerns and labor unions have, moreover, required a larger number and range of specialists in various aspects of personnel organization and administration. Among the types of specialized occupations for which the School will train its graduates, the following are suggestive:

GOVERNMENT SERVICE (Federal and State)

Administrative Operations (of many kinds)

Counseling

Field-office management  
Research and statistical work

*In such agencies as:*

Social Security Board, National Labor Relations Board, United States Employment Service, New York State Labor Relations Board, New York State Board of Mediation, New York State Division of Placement and Unemployment Insurance, New York State Departments of Commerce and of Labor.

## INDUSTRY

Personnel-office operations (of many kinds)  
Research and statistical work  
Job analysis and wage and salary standardization  
Collective bargaining and contract negotiation  
Time and motion studies  
Government relations of industry

*In such enterprises as:*

Business and commercial concerns, industrial plants, consultant services and industrial research agencies, trade associations, industry groups, legal firms.

## LABOR

Union organization and office management  
Counseling services (of many kinds)  
Research and statistical work  
Collective bargaining and contract negotiation  
Time and motion studies  
Job evaluation and wage and salary standardization  
Government relations of labor organizations

*In such labor organizations as:*

Local, state, and international unions, central offices of national labor organizations, labor research and consultant agencies, legal firms.

These opportunities do not, of course, include all the possible professional openings which graduates may fill in the field of industrial and labor relations. Openings in consulting practice or teaching may also be of general interest.

## WHAT IS THE CURRICULUM?

The following outline of the curriculum indicates its scope without detailed course descriptions. Many of these or similar courses are available in the University at both the undergraduate and graduate levels. As the School's program is defined more fully, this curriculum will doubtless undergo modifications; its general character and content, however, are not likely to be substantially altered. Upon the successful completion of the four-year course, students will receive a Bachelor of Science degree in the field of industrial and labor relations.

### FRESHMAN YEAR

<i>First Semester</i>	<i>Credits</i>	<i>Second Semester</i>	<i>Credits</i>
English	3	English	3
American History	3	American History	3
Social Institutions	3	Social Psychology	3
Introduction to Industrial <del>and</del>		Shop Practice	3
Labor <del>and</del> Relations	3	Elective	3
Elective	3		—
	15		15

### SOPHOMORE YEAR

Public Speaking	3	Public Speaking	3
American Government	3	Elements of Law	3
Modern Economic Society	5	Labor Economics	3
Accounting	3	Accounting	3
Elective	3	Elective	3
	—		—
	17		15

### JUNIOR YEAR

Business Organization and Management	3	Labor-Union Organization and Operation	3
Legal and Constitutional Aspects of Labor Problems and Social Insurance	3	Social Security	3
Corporation Finance	3	Industrial Psychology	3
Statistics	3	Statistics	3
Elective	3	Elective	3
	—		—
	15		15

## SENIOR YEAR

<i>First Semester</i>	<i>Credits</i>	<i>Second Semester</i>	<i>Credits</i>
Collective Bargaining, Mediation, and Arbitration	3	Public Policy and Industrial and Labor Relations	3
Personnel Management	3	Personnel Management	3
Public Administration	3	Public Relations	3
Ethics	3	Foundations of Industrial Peace	3
Elective	3	Elective	3
	—		—
	15		15

## WHO WILL BE ADMITTED?

Both men and women are eligible to enter the School. All those wishing to enter the Freshman year as regular students for the four-year course must complete satisfactorily secondary school subjects carrying a value of fifteen entrance units. The subjects are as follows:

Fifteen units representing completion of a secondary school course giving satisfactory preparation for work of the school. The fifteen units should, in the main, be made up of English, foreign language (ancient or modern), mathematics, science and social studies (including history).

In exceptional cases, those who have not completed high school may satisfy the entrance requirement by substituting industrial or labor experience for some entrance credits. Any one interested should submit a detailed account of his school and work experience.

Any one who enters Cornell must be at least sixteen years of age and must show that he has a satisfactory knowledge of the subjects required for admission. He may do this in one or more of the following ways: by passing satisfactorily, if he has prepared for college in New York State, the appropriate State Regents Examinations; by presenting an acceptable school certificate; or by presenting acceptable ratings in the tests given by the College Entrance Examination Board. Honorably discharged service men and women, who do not possess any of the above admission certifications, should state in full their educational record before entering the armed services and in the United States Armed Forces Institute. In addition, they must submit evidence of honorable discharge. Others may register as special students. For other material to be submitted to the University, see page 8.

## A NOTE TO SERVICE MEN AND WOMEN

In order to assist service men and women, the University has established an Office of Veterans' Education, centrally located on the



Campus. It will supply to veterans information of special interest and will advise on relationships with the Federal Veterans' Administration. Veterans who enroll in the School will be eligible for educational benefits under the "G.I. Bill of Rights."

A NOTE TO STUDENTS IN OTHER INSTITUTIONS

A limited number of students who have already begun their college courses will be admitted to the School. The same general standards of character and ability will be required. For this year, no student above the second half of the Sophomore year will be allowed to enter by transfer from another institution; that is, the first half of the Junior year must be in residence at Cornell. Special permission to transfer must be obtained. Any one wishing to transfer should submit a transcript of record with his application in order to facilitate evaluation of his standing. A catalogue of the institution attended, with courses taken indicated, should also be forwarded.

WHAT WILL IT COST?

Students who are residents of New York State pay no tuition for their undergraduate course, although they pay the other University fees. Out-of-state regular and full-time special students will pay tuition of \$100 a semester (\$200 a year). Other special out-of-state students will pay a tuition fee of \$12.50 a semester hour (\$37.50 for a 3-credit course).

All students must pay their own living costs. Living costs can not be stated with any degree of certainty since they depend upon the individual's standard of living.

The following table is intended to convey an idea of the range in certain basic expenses that must be anticipated each term, outside of tuition and fees, and outside of such things as clothing and travel. The estimates are made on the basis of a single term of sixteen weeks.

	<i>High</i>	<i>Average</i>	<i>Low</i>
Board . . . . .	\$176	\$144	\$112
Room . . . . .	120	80	54
Laundry . . . . .	55	25	15
Books, instruments, stationery . . . . .	50	35	20

In planning for a normal academic year of two terms, the prospective student should double these figures.

The following fees per term are required of all students in the University:

Library and Laboratory Fees (School) . . . . .	\$10.00
Health and Infirmary . . . . .	10.00
Willard Straight Membership . . . . .	5.00
Physical Recreation . . . . .	4.00

## HOW TO APPLY

1. An application form, the principal's report, and the required reference forms must be filled out and returned by the candidate. All of these forms are supplied to the candidate by the School and are to be completed in accordance with its instructions.

*In addition, the applicant must submit:*

2. Credentials giving evidence that the scholastic requirements for entrance have been satisfied in full.
3. A certificate of good moral character prepared and signed by a responsible person who is well acquainted with the candidate.
4. A certificate of vaccination against smallpox signed by a physician. Entering students are also required to have two injections of tetanus toxoid and a chest radiograph either before admission or shortly thereafter.
5. A letter (typed if possible, in any case written on one side of the sheet only) of about 500 words telling in detail why he wants to secure the sort of training offered by the School.

*Application forms and all the other items listed above must have post-office dating not later than October 12, 1945*

It will be to your advantage not to delay. The number admitted this Fall as regular, transfer, or special students will be strictly limited. It is important that you write at once to the Dean, New York State School of Industrial and Labor Relations, 317 Warren Hall, Cornell University, Ithaca, New York, submitting all the information which you can now provide, as indicated above, together with your request for an application form.